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CIA REGULATION

Number  
Date

CIA CAREER SERVICE BOARDS

1. CIA CAREER SERVICE BOARD

A. The CIA Career Service Board is established with the following membership and functions:

- (1) Membership:
- a. Deputy Director, CIA, or alternate
  - b. Deputy Director, Plans, or alternate
  - c. Deputy Director, Administration, or alternate
  - d. Director of Training
  - e. Assistant Director, Personnel  
Secretariat (Career Development Staff:  
Personnel Office)
- (2) Functions:
- a. Develops policy governing the Career Service Program for submission to the Director of Central Intelligence and serves as his advisor on all matters concerning the Program.
  - b. Advises, and reviews the functioning of, /Office/ Career Service Boards.
  - c. Reviews the functioning of the Career Service Program including:
    - 1) Approving, on a continuing basis, selection standards employed in the training and rotation programs.
    - 2) Acting as final board of appeal and adjudication in all Career Service matters involving /Office/ Career Service Boards, Agency Offices or comparable units and individuals.
  - d. Acts as the rating board for all Assistant Directors and Deputy Assistant Directors.

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Tab A

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2. OFFICE CAREER SERVICE BOARDS

A. The Deputy Director, Plans, Deputy Director, Intelligence, and Deputy Director, Administration, shall establish such Office Career Service Boards as they require within their respective organizations. These boards shall have the following membership and functions:

- (1) Membership:
- a. Assistant Director or Deputy Assistant Director (or Office Head)
  - b. Staff or Division Chiefs (as appointed by Assistant Director or Office Head)
  - c. One officer below the level of Staff or Division Chief
  - d. One officer from another Office (non-voting member)  
Secretariat (as appointed by Assistant Director or Office Head)

- (2) Functions:
- a. Serve as advisor to the Assistant Director or Office Head and act for him on all matters pertaining to the Career Service Program.
  - b. Approve or disapprove selection for initial participation in the Career Service Program.
  - c. Direct within the Office, the application and functioning of the Career Service Program.
  - d. Act as rating board for personnel up to and including staff and division chiefs. (The staff or division chief member should be rotated as appropriate when the board is rating other staff or division chiefs).
  - e. Make available on a regular basis to CIA Career Service Board the Office Board proceedings, actions and membership list.

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